



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 6, 2014

Daisy Ervin  
1609 Adams St  
Davenport, IA 52803

Dear Daisy Ervin,

This letter is in regards to the 11/5/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. It is noted that you have not had any children

The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***1<sup>st</sup> aid kit for home, outlet cover for living room, emergency plans need to be posted, drill records need to be updated, 2A 10BC fire extinguisher, smoke detector for basement stairs, illness and emergency policies need to be written up***

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

***No transportation provided- need supplies or kit for home.***

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

***Need kit or supplies for home***

☐ 110.5(1)e All accessible electrical outlets are safely capped.

***1 missing in living room***

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***Need to repost – had plans***

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

***Reminder – flood/evacuation needs physical address***

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

***Last one documented 7/2014- no kids since September, did not document August and September 2014.***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***Need bigger extinguisher***

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***Need one for basement stairs***

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

***Top of basement stairs***

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

***Last one documented 7/2014- no kids since September, did not document August and September 2014.***

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

***Need – sent examples***

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

***Need – sent examples***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

***Daisy, Tobias, Michael- physical exam and immunization status (sent new physical form);***

***Daisy has not notified anyone that Michael Raspberry is residing in the home. Informed Daisy that she needs to report this information to the CCA Unit so he can be added on as a household member. This DHS worker sent an email to the CCA Unit on 11/6/14 informing them that Michael is residing in the home and asked that they mail a change application out***

**to Daisy. Daisy needs to follow up with the CCA Unit by calling 866-448-4605 to confirm they have the information that Michael is a household member.**

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***On CAP with Des Moines CCA Unit for training hours***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/22/14.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 12/22/14.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker  
Social Worker II

***MACHELLE PEZLEN***  
Social Worker Supervisor

**Always Remember:**

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).